



DEPARTMENT OF THE ARMY  
HEADQUARTERS, MILITARY TRAFFIC MANAGEMENT COMMAND  
200 STOVALL STREET  
ALEXANDRIA VA 22332-5000

APR 5 2002



Personal Property Division

TO ALL DEPARTMENT OF DEFENSE APPROVED CARRIERS:

We would like to remind you that the new carrier qualification procedures and requirements are effective April 15, 2002. We hope the information below will assist you in the electronic submission of your documentation. Domestic and International carriers currently participating in the Personal Property program must submit electronic qualification documentation between April 15 and May 15, 2002. Submissions will not be accepted after midnight on May 15, 2002. The required forms are as follows:

- a. Electronic Tender of Service Signature Sheet
- b. Certificate of Cargo Liability Insurance (form 49R)
- c. List of Countries/States and Codes of Service
  - (1) Domestic – List Interstate and/or Intrastate participation, and codes of service
  - (2) International – List all rate areas and codes of service
- d. Performance Bond
  - (1) Interstate carriers are required to file the bond.
  - (2) Intrastate carriers are exempt from the bond requirement.
  - (3) International carriers already have bonds on file, so it may not be necessary to file a new bond.

Please refer to the Final Federal Register Notice for instructions and information on the submission of electronic qualification documentation. The new minimums and requirements are available at [www.mtmc.army.mil](http://www.mtmc.army.mil). Click on the "Personal Property" tab and look to the right side of the screen under "What's New," then click on "Qualification Final Federal Register Notice March 2002." Or you may click on "List All" under "What's New," and then click on "Qualification Final Federal Register Notice March 2002."

The Personal Property Carrier Qualification Registration Homepage that goes into effect April 15, 2002, is located at [www.mtmc.army.mil](http://www.mtmc.army.mil). Click on the "Personal Property" tab and look to the right side of the screen under "What's New," then click on "List All."

**Additional information:** After a carrier has submitted electronic documentation, if the documentation is not acceptable, carriers not meeting the qualification requirements will be notified by MTMC, and have 21 calendar days from the date of notification to provide additional information or corrections.

Those carriers not submitting the initial electronic documentation between April 15 and May 15, 2002, will not be given 21 days to submit documentation, and their approval to participate in the Personal Property program will automatically be revoked.

Documentation submitted via the website will be reviewed between April 15, 2002 and May 15, 2002, on a first come, first served basis. However, please do not submit documentation early, as it may inadvertently be deleted as "Test Data" if submitted prior to April 15, 2002. The submission date will be determined by the electronic date on the Electronic Tender of Service Signature Sheet (ETOSSS) received in MTMC's database via electronic means. It is very important for you to keep the MTMC computer generated dated response indicating that we have received the ETOSSS. After submitting all required forms, an automated email response will be sent indicating MTMC has received the required documentation. Keep copies of the dated responses for your records. These can be used as proof of submission, if requested by MTMC. It will be the carrier's responsibility to ensure any electronic or faxed documentation has been submitted to MTMC by the required deadline. MTMC will not accept late submissions after midnight on May 15, 2002. We are expecting several thousand electronic documents to be submitted, so please do not call to verify documentation has been received, as this will slow down the review process.

Participating carriers must submit the following to MTMC via fax at (703) 428-3321: annual audited financial statements with an auditor's report, or reviewed financial statements with an accountant review report. Either of these must be submitted within 120 days of the company's books being closed out for the year. This is usually in December, so the statements would be due not later than May 30, 2003.

The minimum cargo liability amounts for Domestic and International programs have been increased to \$22,500 per shipment and will remain \$150,000 per aggregate. A new Certificate of Cargo Liability Insurance must be submitted electronically, or by fax to (703) 428-3321 in the April 15 to May 15, 2002 timeframe.

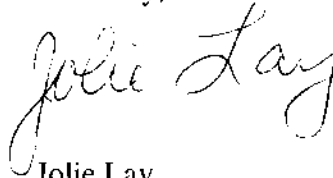
The List of Countries/States and Codes of Service form and the Electronic Tender of Service Signature Sheet must also be completed and submitted electronically during the April 15 to May 15, 2002 timeframe.

There is currently a moratorium in effect on accepting new applications and additional approval applications. The moratorium is expected to last until the end of the year. We will post a Federal Register Notice on our website at [www.mtmc.army.mil](http://www.mtmc.army.mil) when the application process is open again.

Performance bonds are required in both the International and Domestic Interstate programs. The bond requirement does not apply to Domestic Intrastate carriers at this time. When the bond does become effective for the Domestic Interstate program, the bond must be \$50,000 with an effective date of November 1, 2002. For the International program, the bond requirement will remain at \$100,000 or 2.5% of the international revenue based on the previous year, whichever is greater. If you participate in both the international and domestic programs, you may either have a single bond that covers the combined international and domestic bond requirements (i.e., \$100,000 or 2.5% of your international revenue, PLUS \$50,000 for domestic), or you may have two separate bonds (i.e., one bond for international and one for domestic). The performance bond(s) must be faxed to (703) 428-3321 during the April 15 to May 15, 2002 timeframe.

If there are any questions feel free to contact Mrs. Sylvia Walker, HQ Military Traffic Management Command, at (703) 428-2982, or via fax (703) 428-3321, or email [walkersylvia@mtmc.army.mil](mailto:walkersylvia@mtmc.army.mil).

Sincerely,

A handwritten signature in cursive script that reads "Jolie Lay". The signature is written in dark ink and is positioned above the printed name.

Jolie Lay

Chief, Carrier Personal Property Division